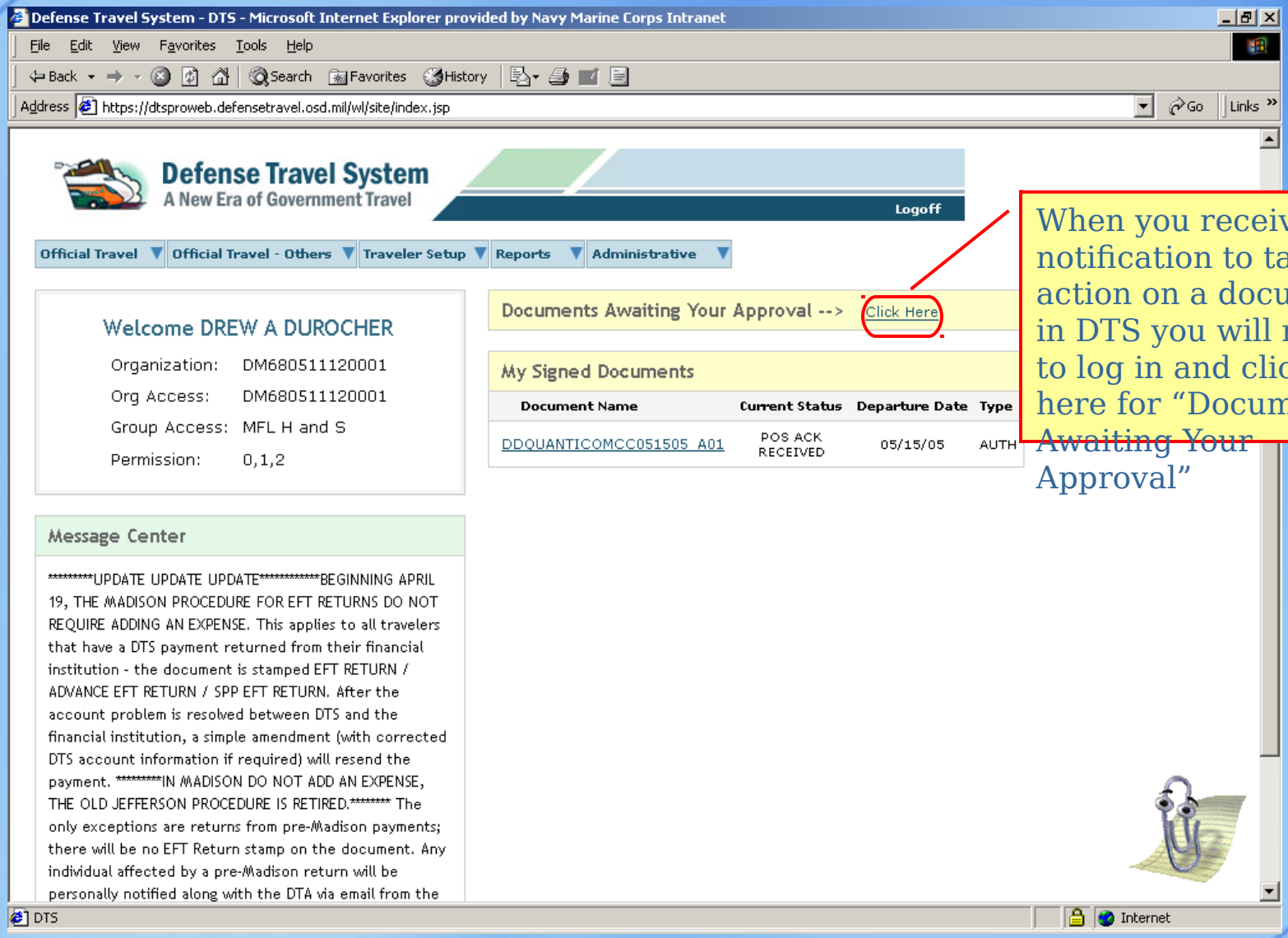
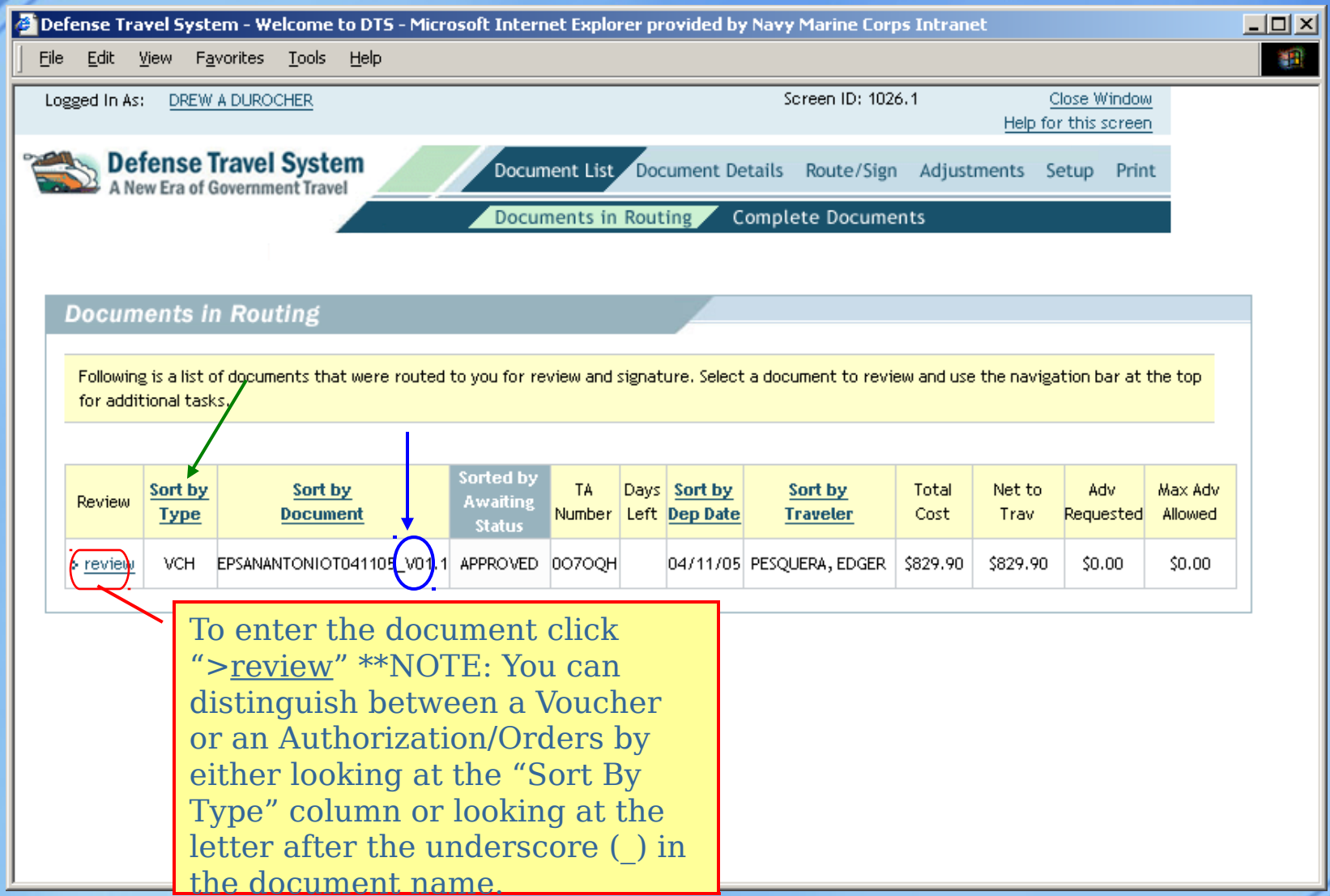
APPROVING OFFICIAL

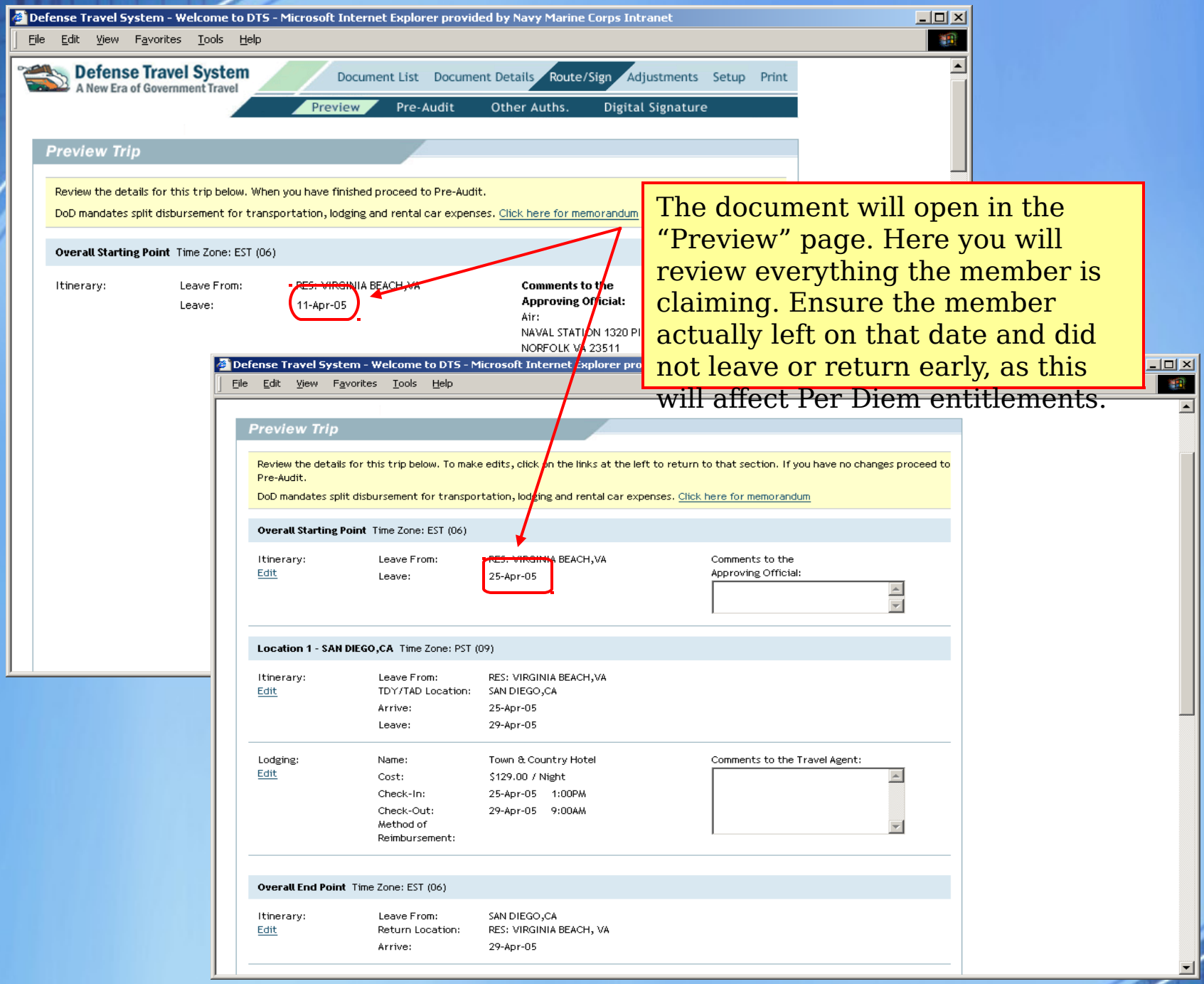
How to Review A Voucher

Approving a Voucher: As an Approving Official, you are required to review vouchers for accuracy and for correct entitlements. DTS does most of the work for you as far as entitlements are concerned but there is still the opportunity for over/underpayments.


Defense Travel System - DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Back Search Favorites History
Address https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp
Go Links
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setup
Reports
Administrative
Welcome DREW A DUROCHER
Organization: DM680511120001
Org Access: DM680511120001
Group Access: MFL H and S
Permission: 0,1,2
Documents Awaiting Your Approval --> Click Here
My Signed Documents
Document Name
Current Status
Departure Date
Type
DDQUANTICOMCC051505_A01
POS ACK RECEIVED
05/15/05
AUTH
Message Center
**********UPDATE UPDATE UPDATE**********BEGINNING APRIL 19, THE MADISON PROCEDURE FOR EFT RETURNS DO NOT REQUIRE ADDING AN EXPENSE. This applies to all travelers that have a DTS payment returned from their financial institution - the document is stamped EFT RETURN / ADVANCE EFT RETURN / SPP EFT RETURN. After the account problem is resolved between DTS and the financial institution, a simple amendment (with corrected DTS account information if required) will resend the payment. **********IN MADISON DO NOT ADD AN EXPENSE, THE OLD JEFFERSON PROCEDURE IS RETIRED.********** The only exceptions are returns from pre-Madison payments; there will be no EFT Return stamp on the document. Any individual affected by a pre-Madison return will be personally notified along with the DTA via email from the
DTS
Internet

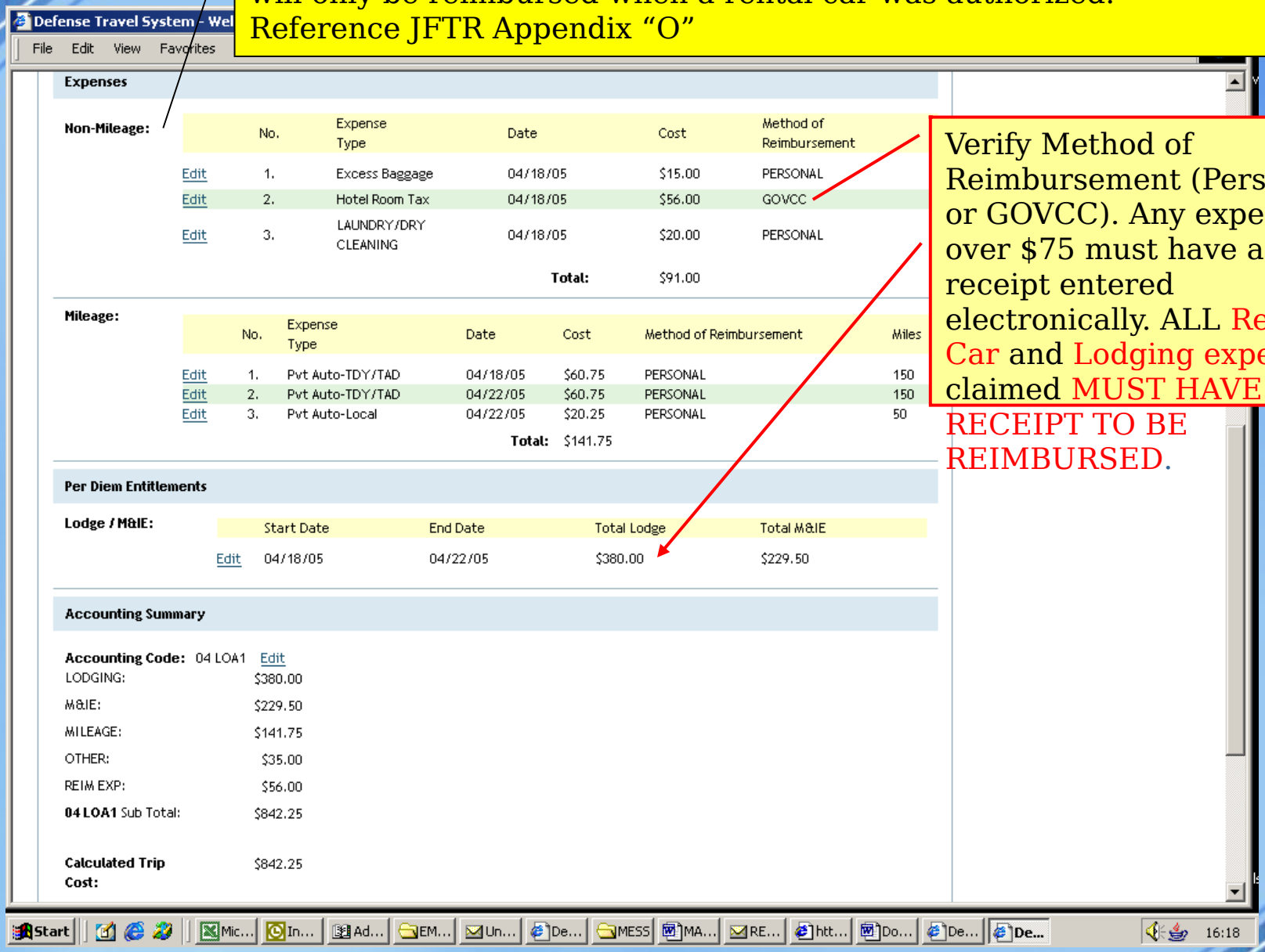
When you receive a notification to take action on a document in DTS you will need to log in and click here for "Documents Awaiting Your Approval"


Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Logged In As: DREW A DUROCHER
Screen ID: 1026.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Document List Document Details Route/Sign Adjustments Setup Print
Documents in Routing Complete Documents
Documents in Routing
Following is a list of documents that were routed to you for review and signature. Select a document to review and use the navigation bar at the top for additional tasks.
Review
Sort by Type
Sort by Document
Sorted by Awaiting Status
TA Number
Days Left
Sort by Dep Date
Sort by Traveler
Total Cost
Net to Trav
Adv Requested
Max Adv Allowed
> review
VCH
EPSANANTONIOT04110E_V01.1
APPROVED
0O7OQH
04/11/05
PESQUERA, EDGER
$829.90
$829.90
$0.00
$0.00
To enter the document click ">review" **NOTE: You can distinguish between a Voucher or an Authorization/Orders by either looking at the "Sort By Type" column or looking at the letter after the underscore (_) in the document name.


Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Defense Travel System
A New Era of Government Travel
Document List Document Details Route/Sign Adjustments Setup Print
Preview Pre-Audit Other Auths. Digital Signature
Preview Trip
Review the details for this trip below. When you have finished proceed to Pre-Audit.
DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum
Overall Starting Point Time Zone: EST (06)
Itinerary:
Leave From:
RES: VIRGINIA BEACH,VA
Leave:
11-Apr-05
Comments to the Approving Official:
Air:
NAVAL STATION 1320 PI
NORFOLK VA 23511
Defense Travel System - Welcome to DTS - Microsoft Internet Explorer pro
File Edit View Favorites Tools Help
Preview Trip
Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Pre-Audit.
DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum
Overall Starting Point Time Zone: EST (06)
Itinerary:
Edit
Leave From:
RES: VIRGINIA BEACH,VA
Leave:
25-Apr-05
Comments to the Approving Official:
Location 1 - SAN DIEGO,CA Time Zone: PST (09)
Itinerary:
Edit
Leave From:
RES: VIRGINIA BEACH,VA
TDY/TAD Location:
SAN DIEGO,CA
Arrive:
25-Apr-05
Leave:
29-Apr-05
Lodging:
Edit
Name:
Town & Country Hotel
Cost:
$129.00 / Night
Check-In:
25-Apr-05 1:00PM
Check-Out:
29-Apr-05 9:00AM
Method of Reimbursement:
Comments to the Travel Agent:
Overall End Point Time Zone: EST (06)
Itinerary:
Edit
Leave From:
SAN DIEGO,CA
Return Location:
RES: VIRGINIA BEACH, VA
Arrive:
29-Apr-05

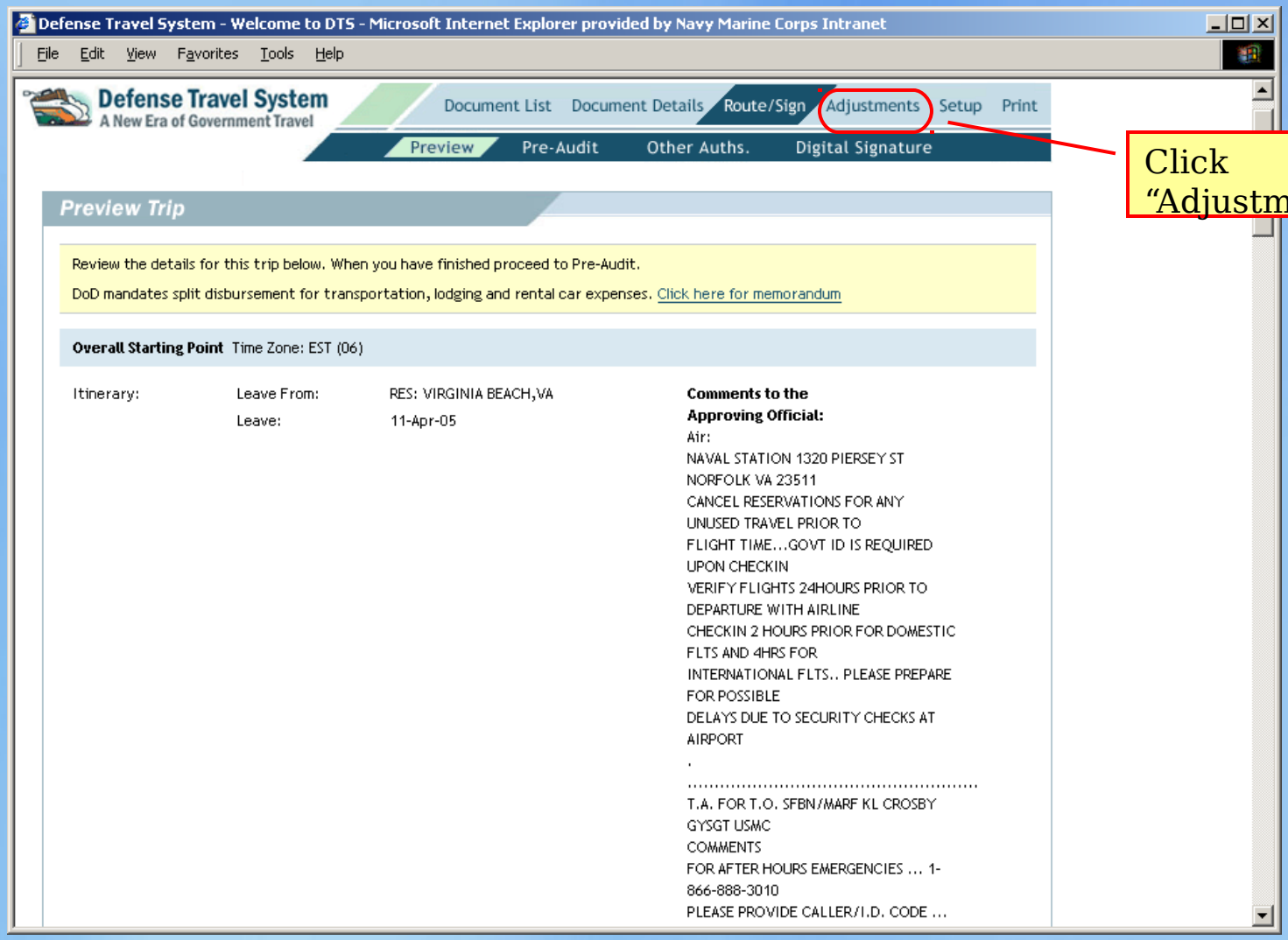
The document will open in the "Preview" page. Here you will review everything the member is claiming. Ensure the member actually left on that date and did not leave or return early, as this will affect Per Diem entitlements.

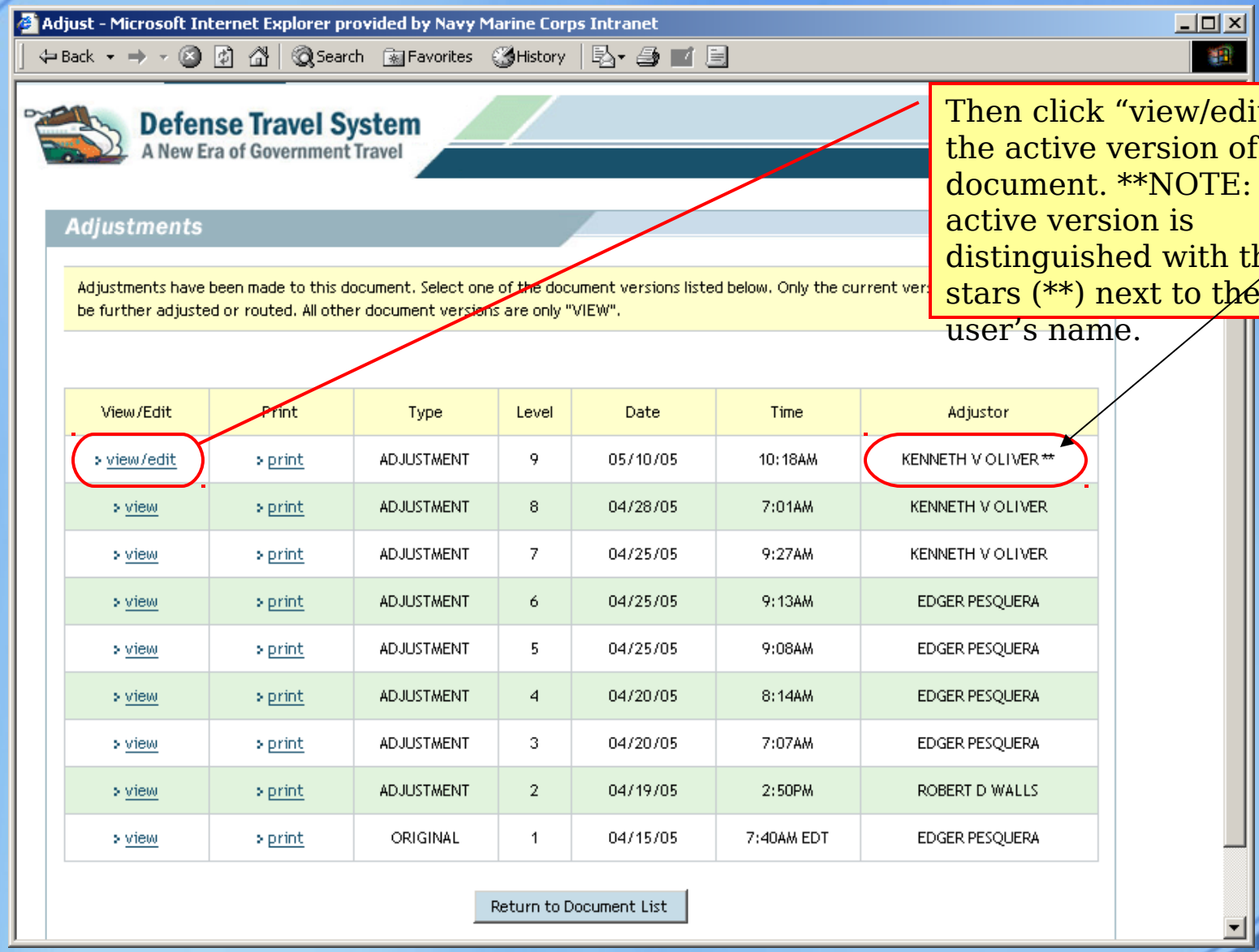
Travelers CANNOT be reimbursed for gas for their own POV. Gas will only be reimbursed when a rental car was authorized. Reference JFTR Appendix "O"

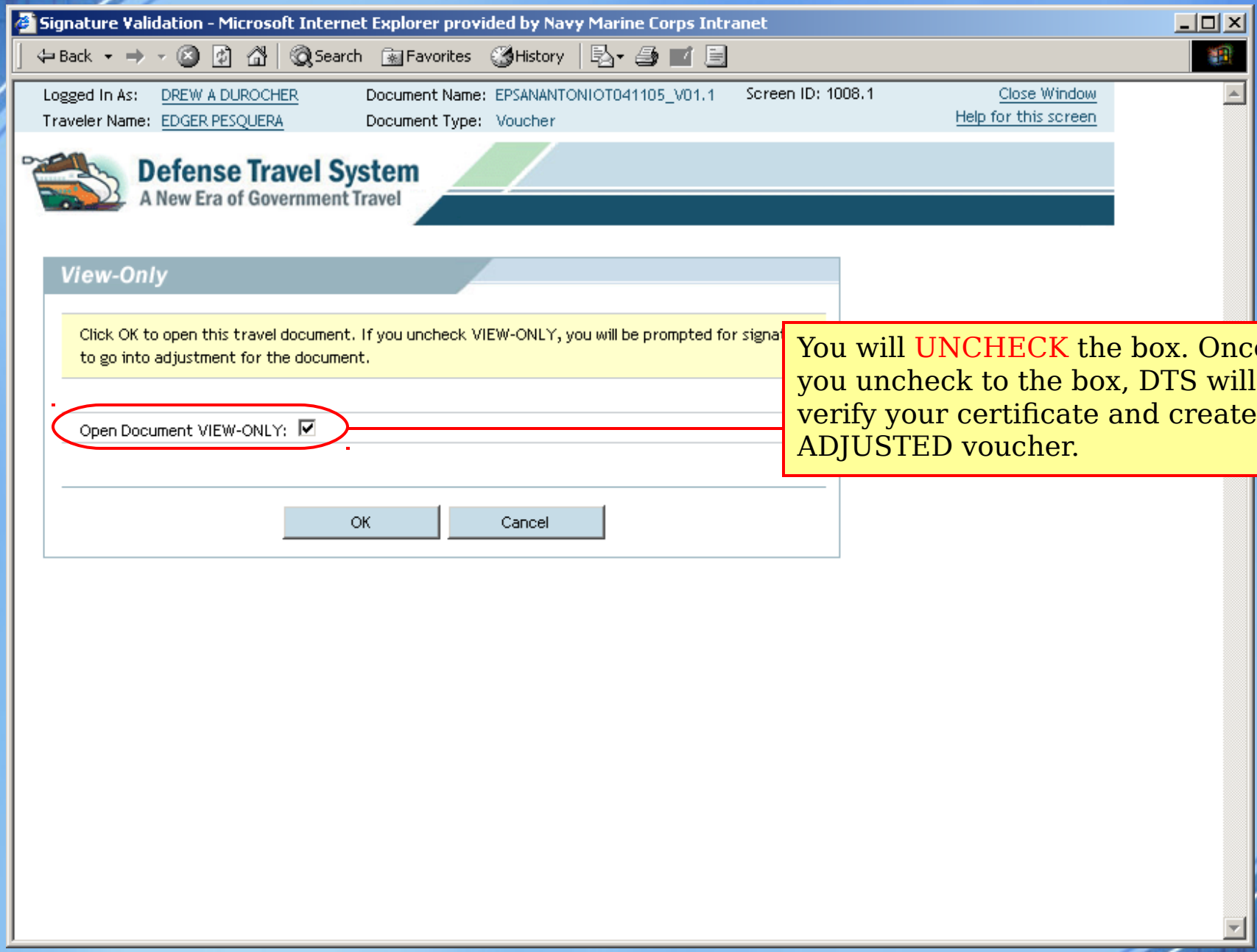

Defense Travel System - Wel
File Edit View Favorites
Expenses
Non-Mileage:
No. Expense Type Date Cost Method of Reimbursement
Edit 1. Excess Baggage 04/18/05 $15.00 PERSONAL
Edit 2. Hotel Room Tax 04/18/05 $56.00 GOVCC
Edit 3. LAUNDRY/DRY CLEANING 04/18/05 $20.00 PERSONAL
Total: $91.00
Mileage:
No. Expense Type Date Cost Method of Reimbursement Miles
Edit 1. Pvt Auto-TDY/TAD 04/18/05 $60.75 PERSONAL 150
Edit 2. Pvt Auto-TDY/TAD 04/22/05 $60.75 PERSONAL 150
Edit 3. Pvt Auto-Local 04/22/05 $20.25 PERSONAL 50
Total: $141.75
Per Diem Entitlements
Lodge / M&IE:
Start Date End Date Total Lodge Total M&IE
Edit 04/18/05 04/22/05 $380.00 $229.50
Accounting Summary
Accounting Code: 04 LOA1 Edit
LODGING: $380.00
M&IE: $229.50
MILEAGE: $141.75
OTHER: $35.00
REIM EXP: $56.00
04 LOA1 Sub Total: $842.25
Calculated Trip Cost: $842.25
Start
16:18

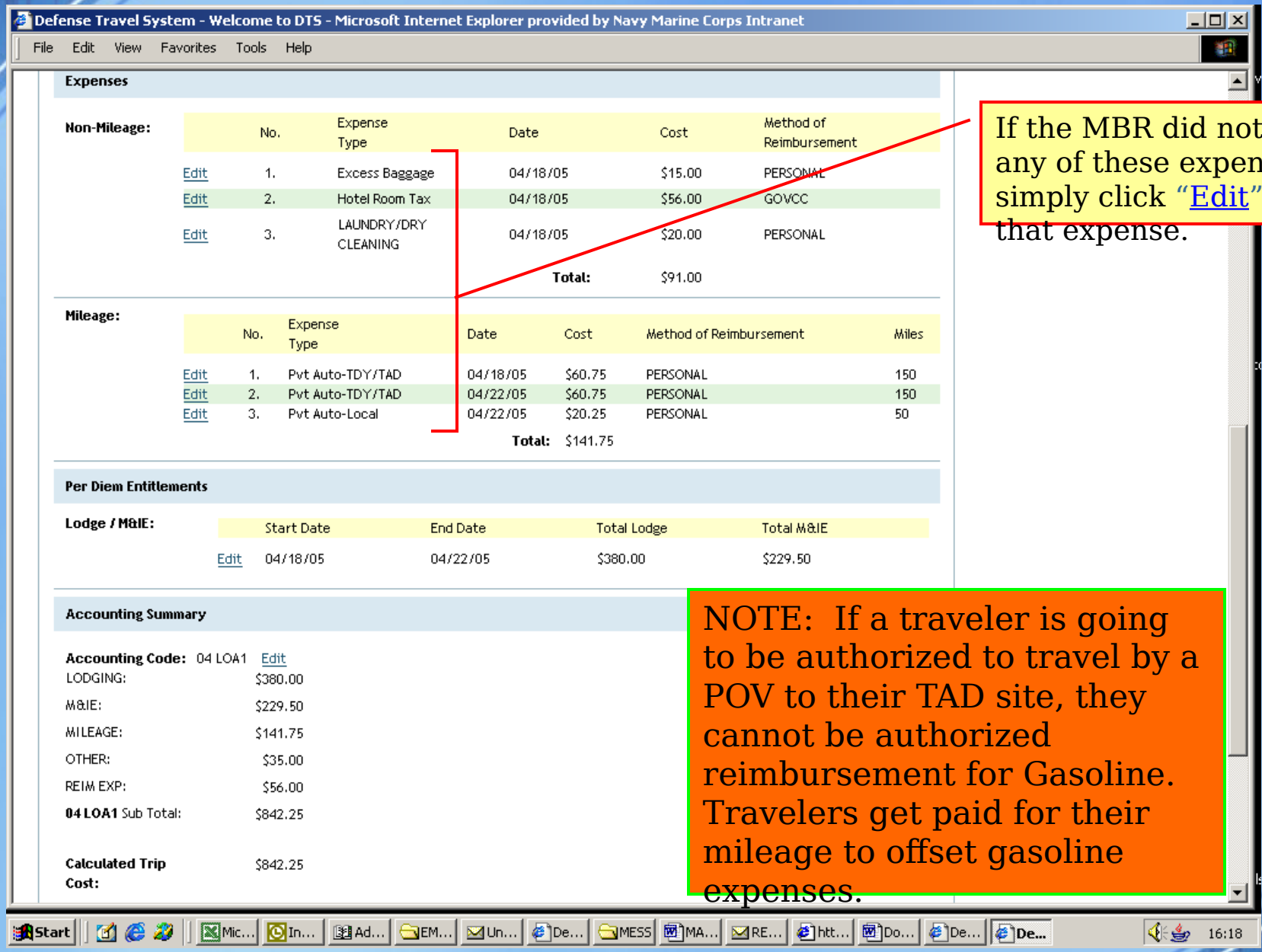
Verify Method of Reimbursement (Personal or GOVCC). Any expenses over $75 must have a receipt entered electronically. ALL Rental Car and Lodging expenses claimed MUST HAVE A RECEIPT TO BE REIMBURSED.

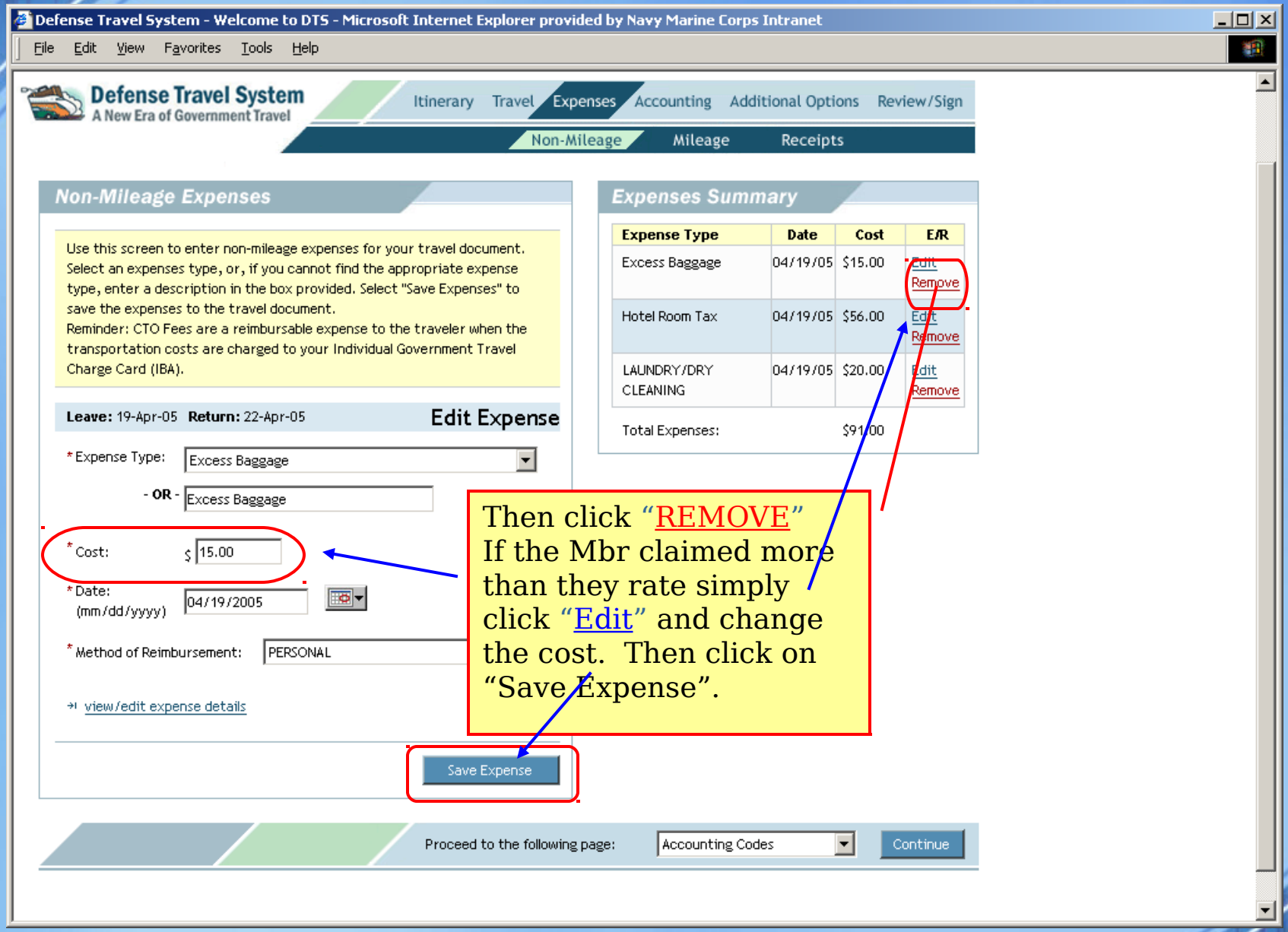
You MUST follow these steps to check for receipts. This will help you determine if an expense claimed is correct. If the traveler is not entitled to an expense, you will find it necessary to make adjustments.



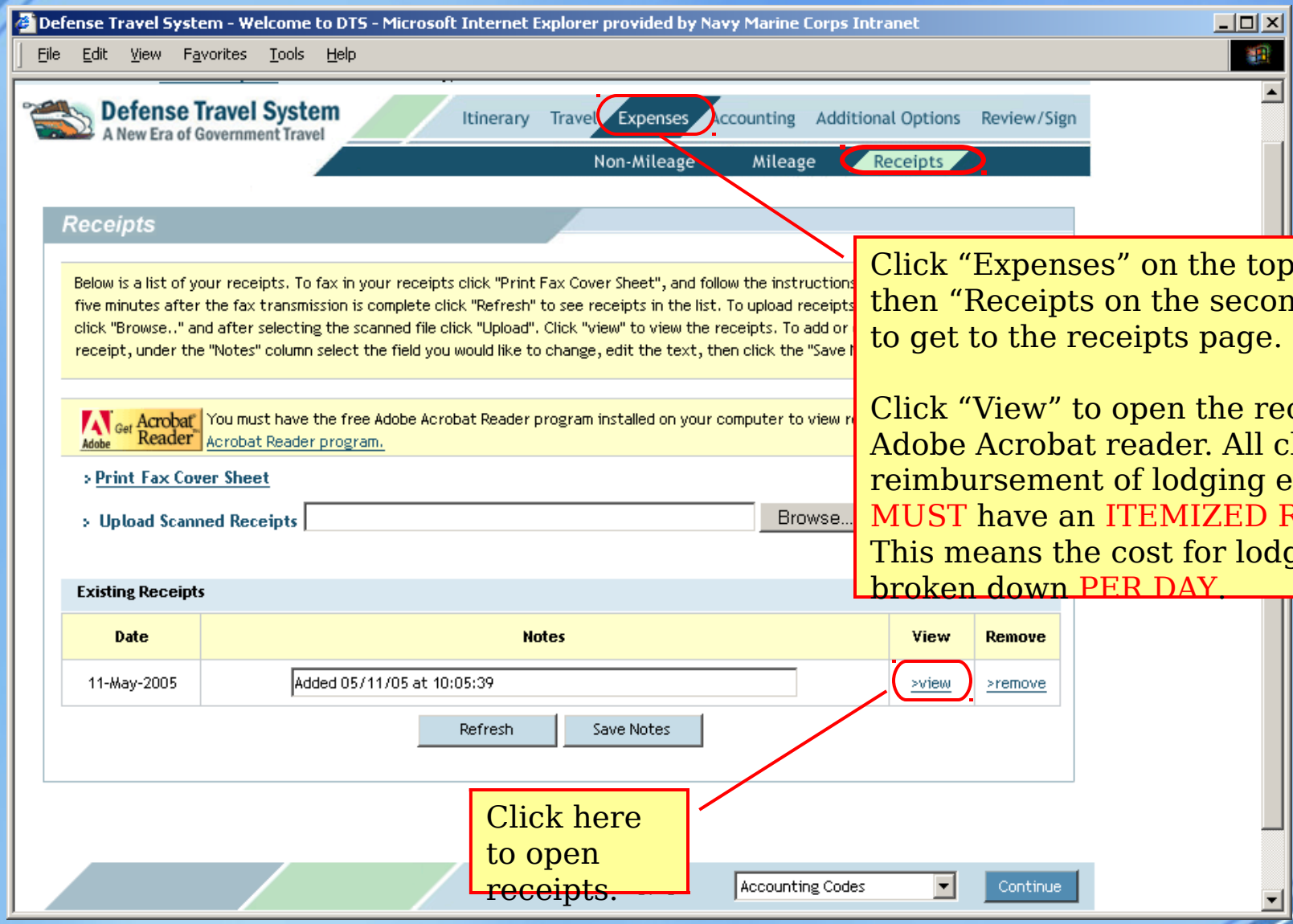

Adjust - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
Back
Search
Favorites
History
Defense Travel System
A New Era of Government Travel
Adjustments
Adjustments have been made to this document. Select one of the document versions listed below. Only the current ver
be further adjusted or routed. All other document versions are only "VIEW".
Then click "view/edit" by the active version of the document. **NOTE: The active version is distinguished with the stars (**) next to the user's name.
View/Edit
Print
Type
Level
Date
Time
Adjustor
view/edit
print
ADJUSTMENT
9
05/10/05
10:18AM
KENNETH V OLIVER **
view
print
ADJUSTMENT
8
04/28/05
7:01AM
KENNETH V OLIVER
view
print
ADJUSTMENT
7
04/25/05
9:27AM
KENNETH V OLIVER
view
print
ADJUSTMENT
6
04/25/05
9:13AM
EDGER PESQUERA
view
print
ADJUSTMENT
5
04/25/05
9:08AM
EDGER PESQUERA
view
print
ADJUSTMENT
4
04/20/05
8:14AM
EDGER PESQUERA
view
print
ADJUSTMENT
3
04/20/05
7:07AM
EDGER PESQUERA
view
print
ADJUSTMENT
2
04/19/05
2:50PM
ROBERT D WALLS
view
print
ORIGINAL
1
04/15/05
7:40AM EDT
EDGER PESQUERA
Return to Document List


Signature Validation - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
Back
Search
Favorites
History
Logged In As: DREW A DUROCHER
Traveler Name: EDGER PESQUERA
Document Name: EPSANANTONIOT041105_V01.1
Document Type: Voucher
Screen ID: 1008.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
View-Only
Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signat
to go into adjustment for the document.
Open Document VIEW-ONLY:
OK
Cancel
You will UNCHECK the box. Once you uncheck to the box, DTS will verify your certificate and create an ADJUSTED voucher.


Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Expenses
Non-Mileage:
No. Expense Type Date Cost Method of Reimbursement
Edit 1. Excess Baggage 04/18/05 $15.00 PERSONAL
Edit 2. Hotel Room Tax 04/18/05 $56.00 GOVCC
Edit 3. LAUNDRY/DRY CLEANING 04/18/05 $20.00 PERSONAL
Total: $91.00
Mileage:
No. Expense Type Date Cost Method of Reimbursement Miles
Edit 1. Pvt Auto-TDY/TAD 04/18/05 $60.75 PERSONAL 150
Edit 2. Pvt Auto-TDY/TAD 04/22/05 $60.75 PERSONAL 150
Edit 3. Pvt Auto-Local 04/22/05 $20.25 PERSONAL 50
Total: $141.75
Per Diem Entitlements
Lodge / M&IE:
Start Date End Date Total Lodge Total M&IE
Edit 04/18/05 04/22/05 $380.00 $229.50
Accounting Summary
Accounting Code: 04 LOA1 Edit
LODGING: $380.00
M&IE: $229.50
MILEAGE: $141.75
OTHER: $35.00
REIM EXP: $56.00
04 LOA1 Sub Total: $842.25
Calculated Trip Cost: $842.25
If the MBR did not rate any of these expenses simply click "Edit" by that expense.
NOTE: If a traveler is going to be authorized to travel by a POV to their TAD site, they cannot be authorized reimbursement for Gasoline. Travelers get paid for their mileage to offset gasoline expenses.
Start
16:18


Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Defense Travel System
A New Era of Government Travel
Itinerary Travel Expenses Accounting Additional Options Review/Sign
Non-Mileage Mileage Receipts
Non-Mileage Expenses
Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).
Leave: 19-Apr-05 Return: 22-Apr-05
Edit Expense
* Expense Type: Excess Baggage
- OR - Excess Baggage
* Cost: $ 15.00
* Date: (mm/dd/yyyy) 04/19/2005
* Method of Reimbursement: PERSONAL
view/edit expense details
Save Expense
Expenses Summary
Expense Type | Date | Cost | E/R
Excess Baggage | 04/19/05 | $15.00 | Edit Remove
Hotel Room Tax | 04/19/05 | $56.00 | Edit Remove
LAUNDRY/DRY CLEANING | 04/19/05 | $20.00 | Edit Remove
Total Expenses: $91.00
Then click "REMOVE"
If the Mbr claimed more than they rate simply click "Edit" and change the cost. Then click on "Save Expense".
Proceed to the following page: Accounting Codes
Continue

DON'T FORGET TO CHECK FOR RECEIPTS!

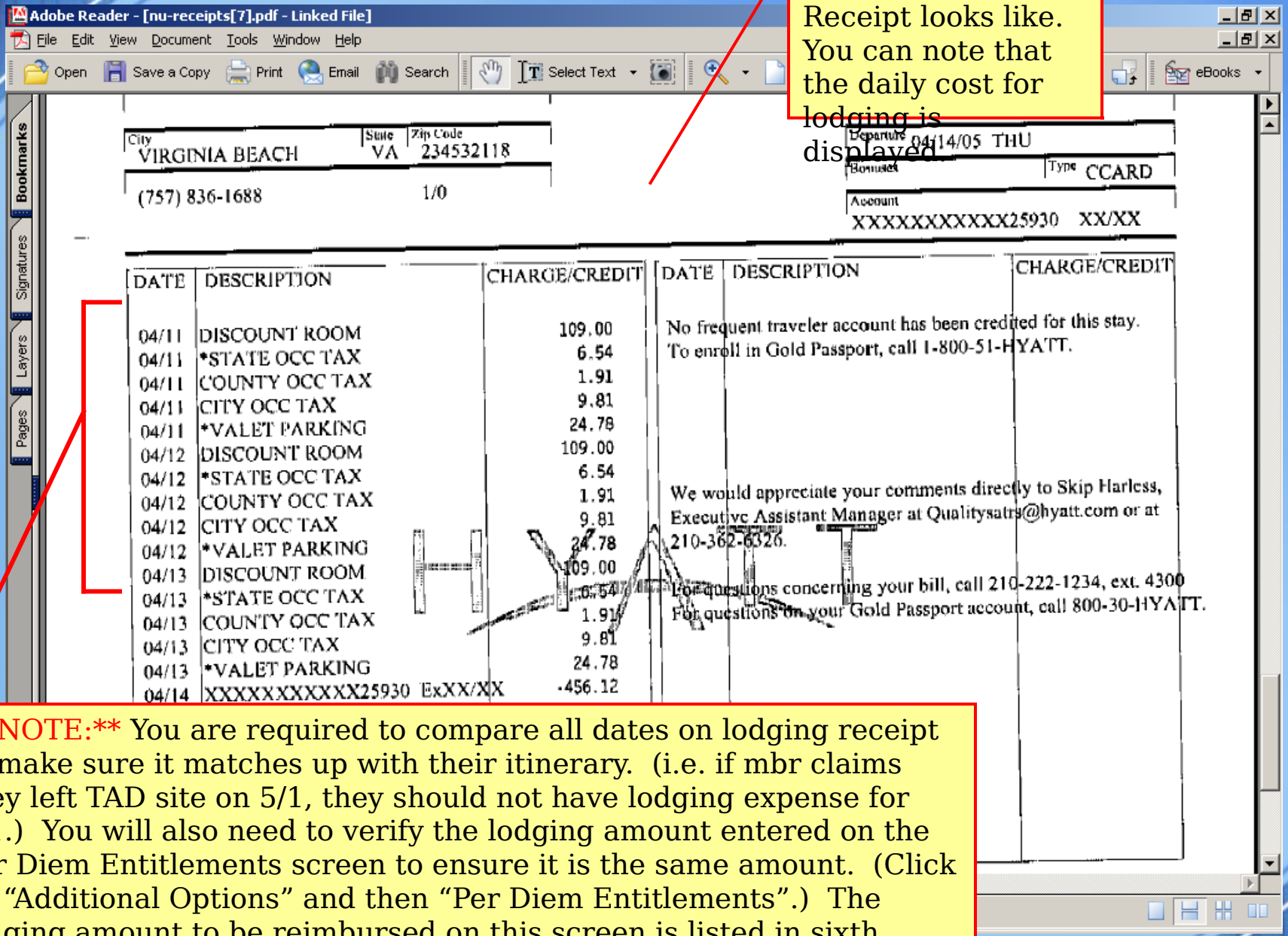

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Defense Travel System
A New Era of Government Travel
Itinerary Travel Expenses Accounting Additional Options Review/Sign
Non-Mileage Mileage Receipts
Receipts
Below is a list of your receipts. To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions
five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts
click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or
receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save
Get Acrobat Reader
You must have the free Adobe Acrobat Reader program installed on your computer to view r
Acrobat Reader program.
Print Fax Cover Sheet
Upload Scanned Receipts
Browse...
Existing Receipts
Date
Notes
View
Remove
11-May-2005
Added 05/11/05 at 10:05:39
>view
>remove
Refresh
Save Notes
Accounting Codes
Continue

Click "Expenses" on the top toolbar then "Receipts on the second toolbar to get to the receipts page.

Click "View" to open the receipts in Adobe Acrobat reader. All claims for reimbursement of lodging expenses MUST have an ITEMIZED RECEIPT. This means the cost for lodging is broken down PER DAY.

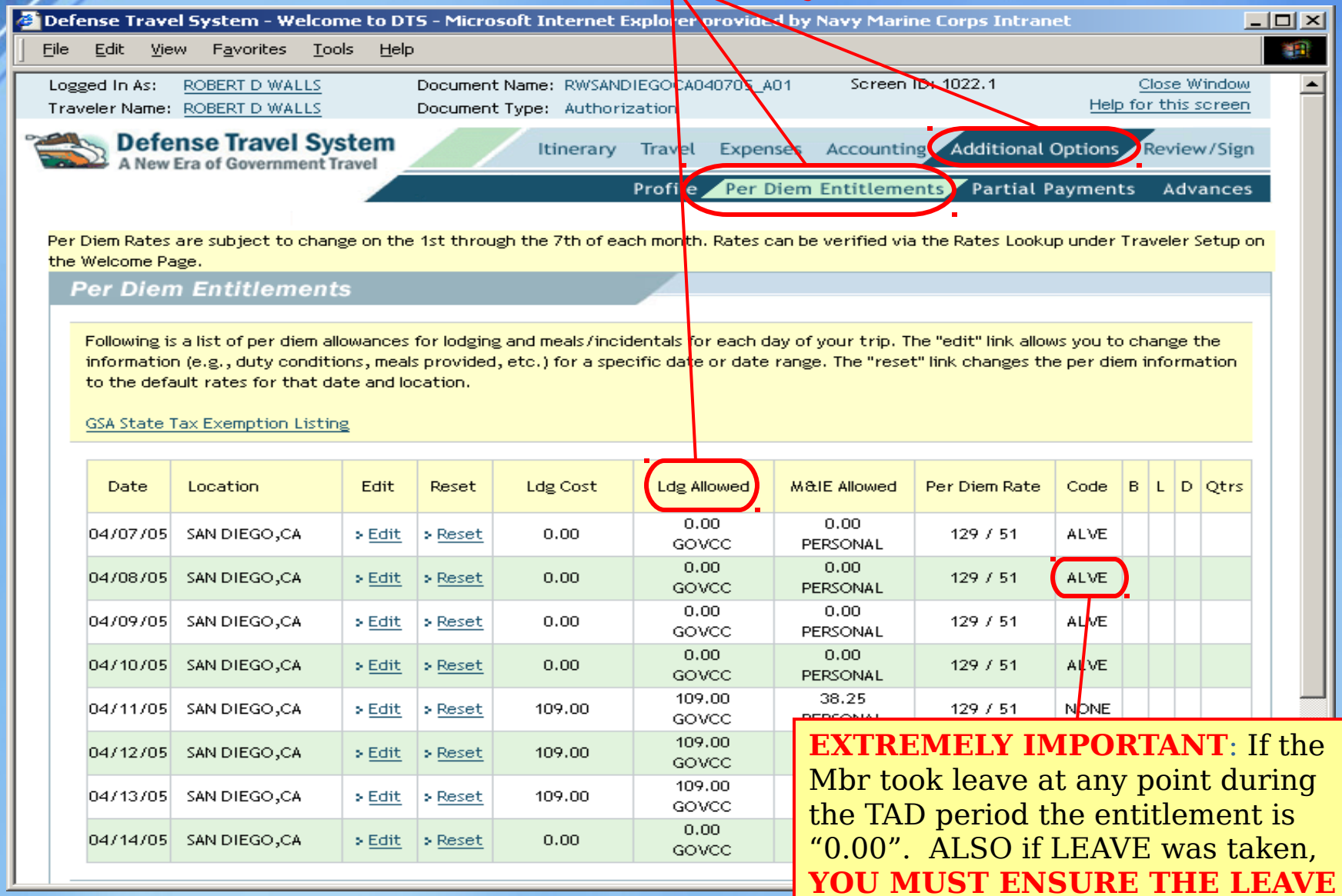
Click here to open receipts.

This is what the Receipt looks like. You can note that the daily cost for lodging is displayed.

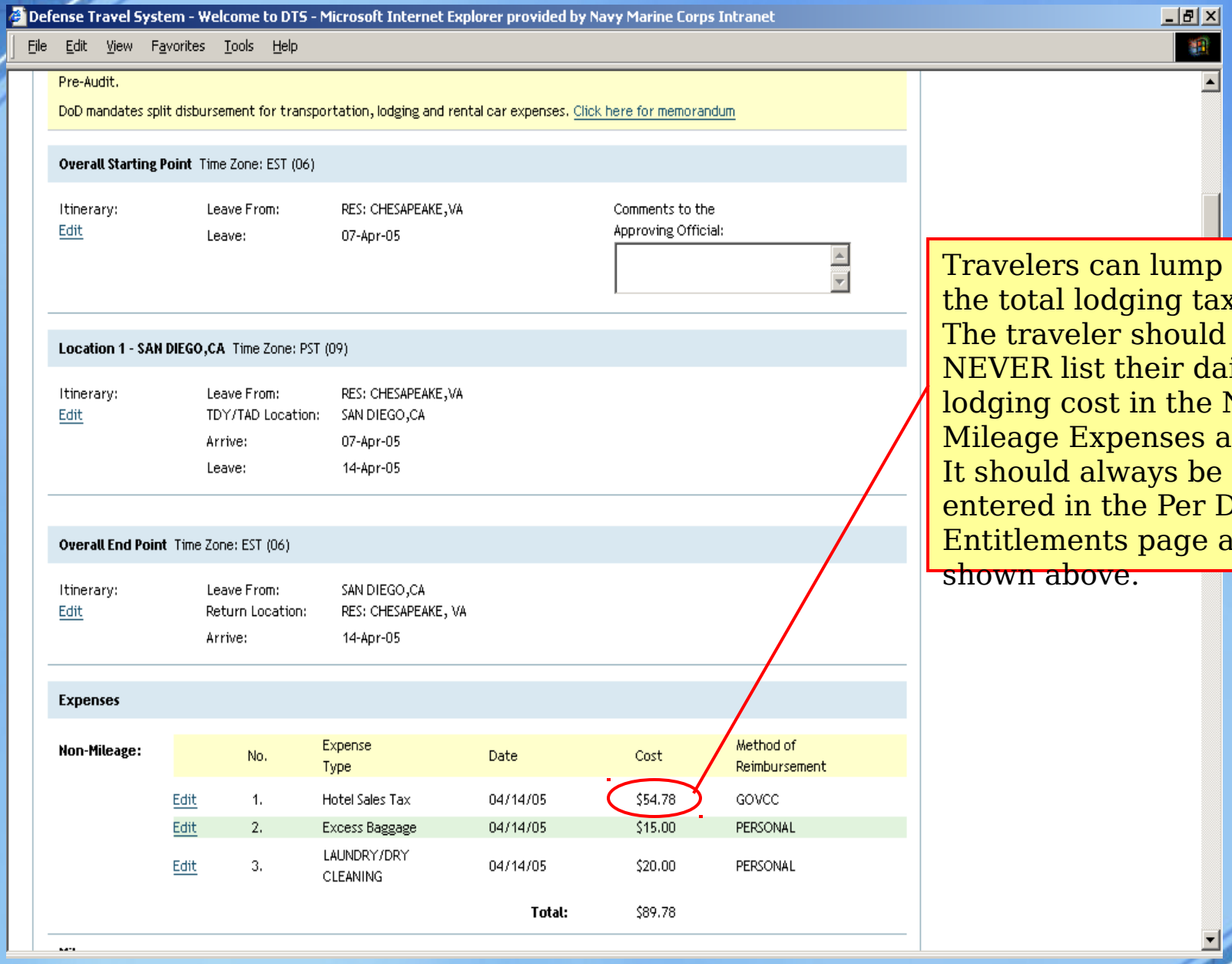

Adobe Reader - [nu-receipts[7].pdf - Linked File]
File Edit View Document Tools Window Help
Open Save a Copy Print Email Search Select Text eBooks
Bookmarks Signatures Layers Pages
City VIRGINIA BEACH State VA Zip Code 234532118
(757) 836-1688 1/0
Departure 04/14/05 THU
Type CCARD
Account XXXXXXXXXXX25930 XX/XX
DATE DESCRIPTION CHARGE/CREDIT
04/11 DISCOUNT ROOM 109.00
04/11 *STATE OCC TAX 6.54
04/11 COUNTY OCC TAX 1.91
04/11 CITY OCC TAX 9.81
04/11 *VALET PARKING 24.78
04/12 DISCOUNT ROOM 109.00
04/12 *STATE OCC TAX 6.54
04/12 COUNTY OCC TAX 1.91
04/12 CITY OCC TAX 9.81
04/12 *VALET PARKING 24.78
04/13 DISCOUNT ROOM 109.00
04/13 *STATE OCC TAX 6.54
04/13 COUNTY OCC TAX 1.91
04/13 CITY OCC TAX 9.81
04/13 *VALET PARKING 24.78
04/14 XXXXXXXXXXX25930 ExXX/XX -456.12
DATE DESCRIPTION CHARGE/CREDIT
No frequent traveler account has been credited for this stay.
To enroll in Gold Passport, call 1-800-51-HYATT.
We would appreciate your comments directly to Skip Harless, Executive Assistant Manager at Qualitysatrs@hyatt.com or at 210-362-6326.
For questions concerning your bill, call 210-222-1234, ext. 4300
For questions on your Gold Passport account, call 800-30-HYATT.

** NOTE:** You are required to compare all dates on lodging receipt to make sure it matches up with their itinerary. (i.e. if mbr claims they left TAD site on 5/1, they should not have lodging expense for 5/1.) You will also need to verify the lodging amount entered on the Per Diem Entitlements screen to ensure it is the same amount. (Click on “Additional Options” and then “Per Diem Entitlements”.) The lodging amount to be reimbursed on this screen is listed in sixth column (Ldg Allowed). Taxes MUST be listed separately as a Non-Mileage EXPENSE for inside CONUS lodging facilities.

Be sure to You will also need to verify

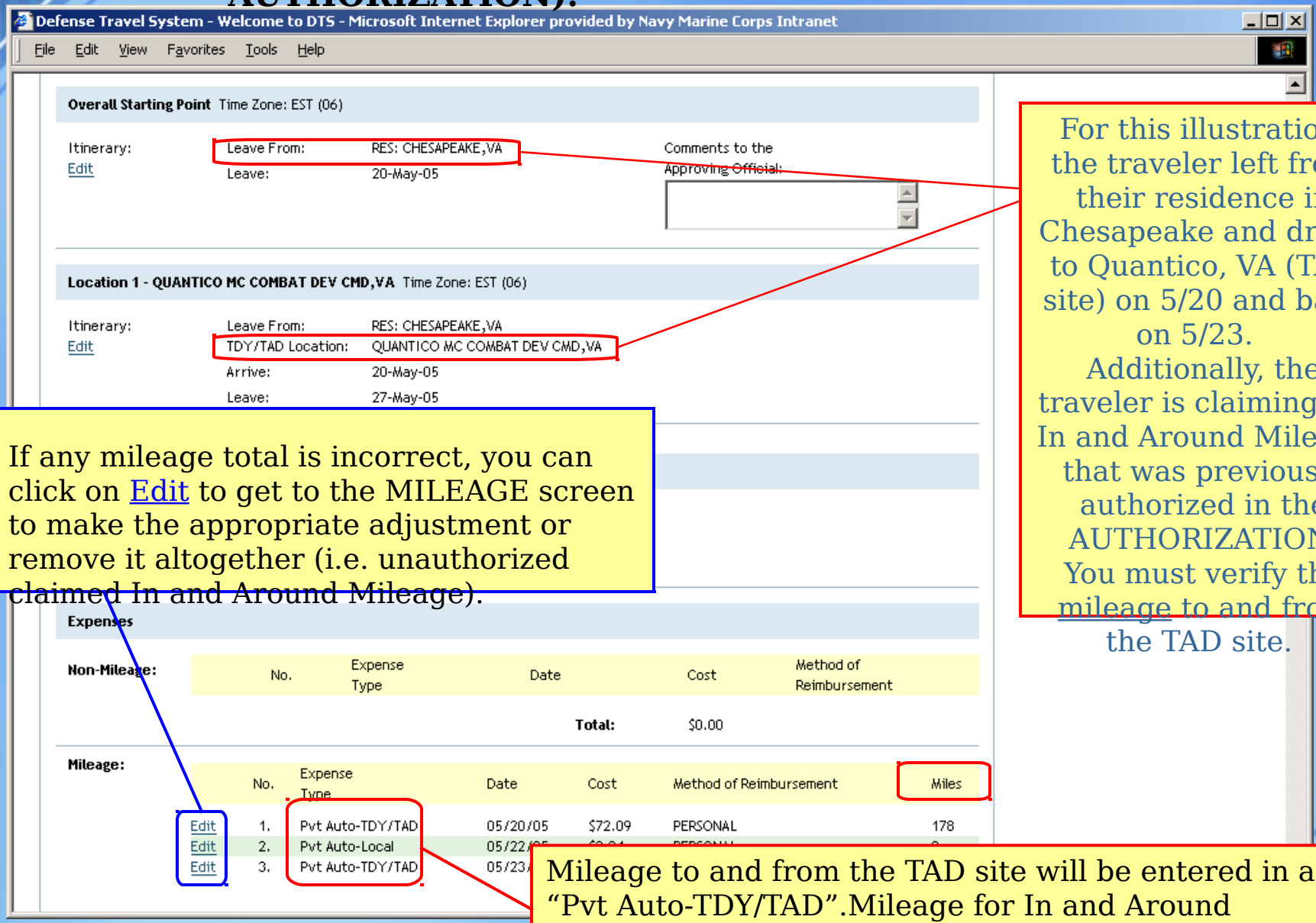

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Logged In As: ROBERT D WALLS
Traveler Name: ROBERT D WALLS
Document Name: RWSANDIEGOCA040705_A01
Document Type: Authorization
Screen ID: 1022.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Itinerary Travel Expenses Accounting Additional Options Review/Sign
Profile Per Diem Entitlements Partial Payments Advances
Per Diem Rates are subject to change on the 1st through the 7th of each month. Rates can be verified via the Rates Lookup under Traveler Setup on the Welcome Page.
Per Diem Entitlements
Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.
GSA State Tax Exemption Listing
Date | Location | Edit | Reset | Ldg Cost | Ldg Allowed | M&IE Allowed | Per Diem Rate | Code | B | L | D | Qtrs
04/07/05 | SAN DIEGO,CA | Edit | Reset | 0.00 | 0.00 GOVCC | 0.00 PERSONAL | 129 / 51 | ALVE
04/08/05 | SAN DIEGO,CA | Edit | Reset | 0.00 | 0.00 GOVCC | 0.00 PERSONAL | 129 / 51 | ALVE
04/09/05 | SAN DIEGO,CA | Edit | Reset | 0.00 | 0.00 GOVCC | 0.00 PERSONAL | 129 / 51 | ALVE
04/10/05 | SAN DIEGO,CA | Edit | Reset | 0.00 | 0.00 GOVCC | 0.00 PERSONAL | 129 / 51 | ALVE
04/11/05 | SAN DIEGO,CA | Edit | Reset | 109.00 | 109.00 GOVCC | 38.25 | 129 / 51 | NONE
04/12/05 | SAN DIEGO,CA | Edit | Reset | 109.00 | 109.00 GOVCC
04/13/05 | SAN DIEGO,CA | Edit | Reset | 109.00 | 109.00 GOVCC
04/14/05 | SAN DIEGO,CA | Edit | Reset | 0.00 | 0.00 GOVCC

EXTREMELY IMPORTANT: If the Mbr took leave at any point during the TAD period the entitlement is "0.00". ALSO if LEAVE was taken, **YOU MUST ENSURE THE LEAVE IS CHARGED** either through MOL or through the ADMIN office


Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Pre-Audit.
DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum
Overall Starting Point Time Zone: EST (06)
Itinerary: Edit
Leave From: RES: CHESAPEAKE,VA
Leave: 07-Apr-05
Comments to the Approving Official:
Location 1 - SAN DIEGO,CA Time Zone: PST (09)
Itinerary: Edit
Leave From: RES: CHESAPEAKE,VA
TDY/TAD Location: SAN DIEGO,CA
Arrive: 07-Apr-05
Leave: 14-Apr-05
Overall End Point Time Zone: EST (06)
Itinerary: Edit
Leave From: SAN DIEGO,CA
Return Location: RES: CHESAPEAKE, VA
Arrive: 14-Apr-05
Expenses
Non-Mileage:
No. Expense Type Date Cost Method of Reimbursement
Edit 1. Hotel Sales Tax 04/14/05 $54.78 GOVCC
Edit 2. Excess Baggage 04/14/05 $15.00 PERSONAL
Edit 3. LAUNDRY/DRY CLEANING 04/14/05 $20.00 PERSONAL
Total: $89.78

Travelers can lump sum the total lodging taxes. The traveler should NEVER list their daily lodging cost in the Non-Mileage Expenses area. It should always be entered in the Per Diem Entitlements page as shown above.

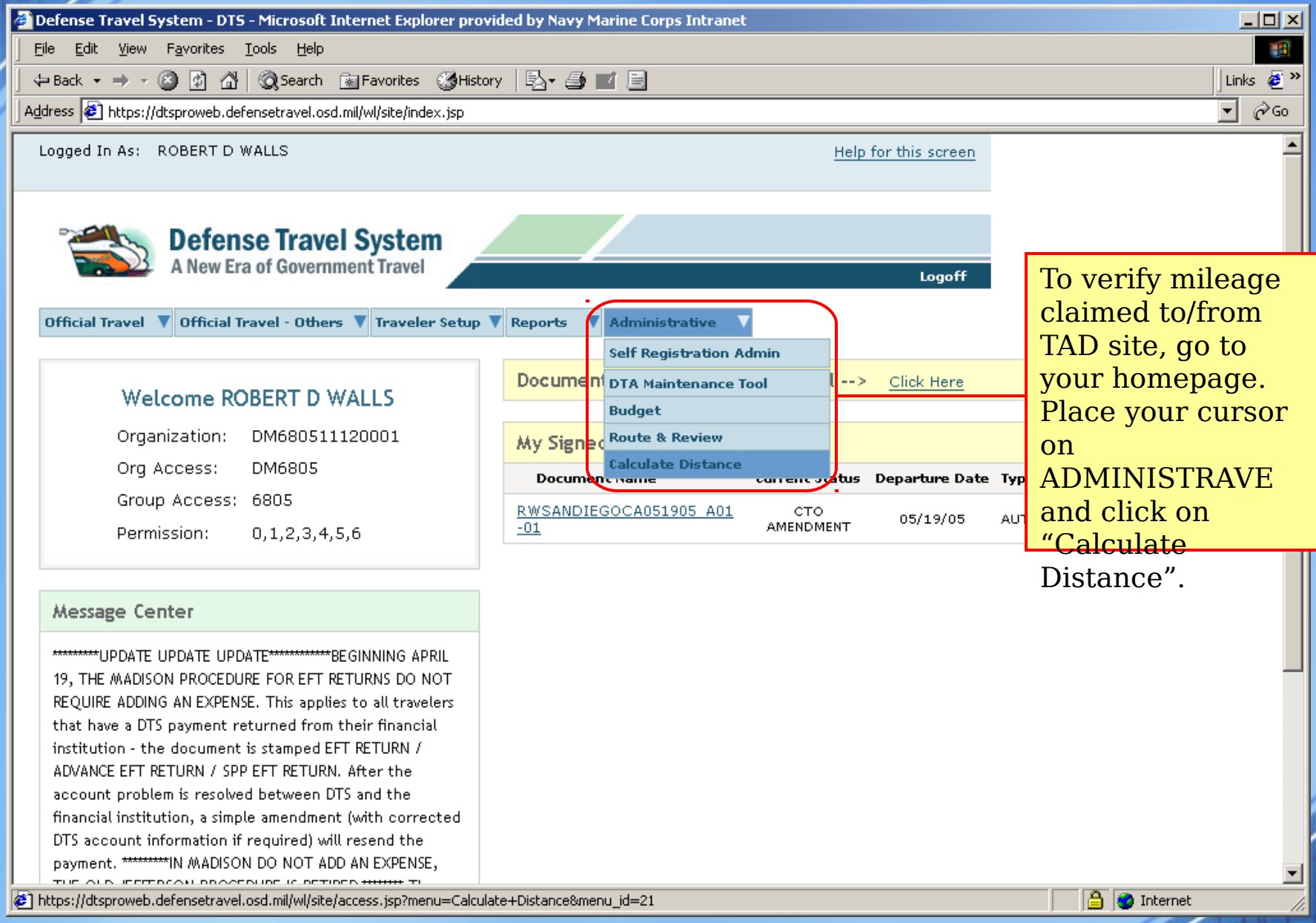
You must verify the mileage claimed (to include In and Around Mileage if previously Approved in their AUTHORIZATION).



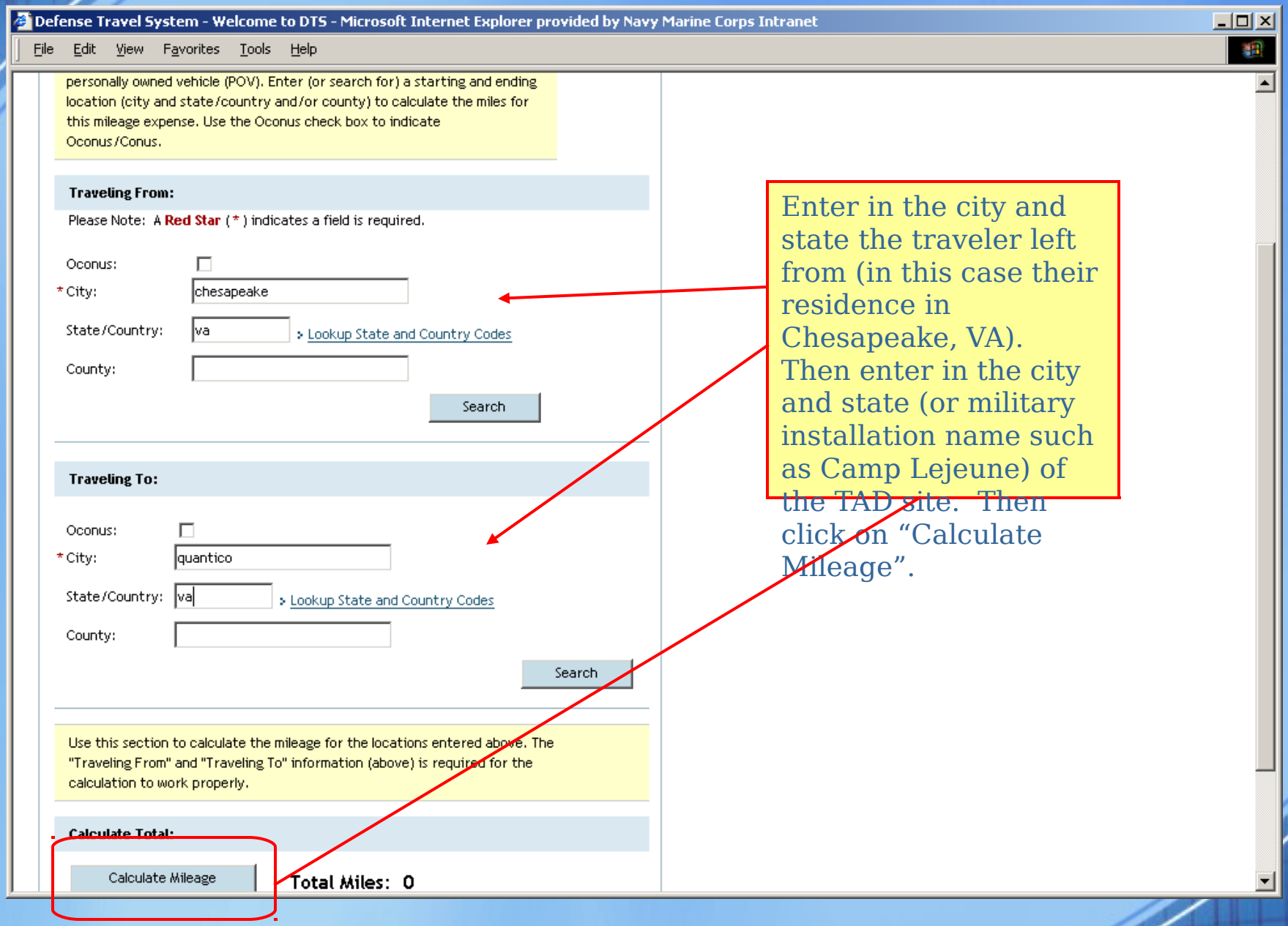
For this illustration, the traveler left from their residence in Chesapeake and drove to Quantico, VA (TAD site) on 5/20 and back on 5/23. Additionally, the traveler is claiming for In and Around Mileage that was previously authorized in the AUTHORIZATION. You must verify the mileage to and from the TAD site.

If any mileage total is incorrect, you can click on Edit to get to the MILEAGE screen to make the appropriate adjustment or remove it altogether (i.e. unauthorized claimed In and Around Mileage).

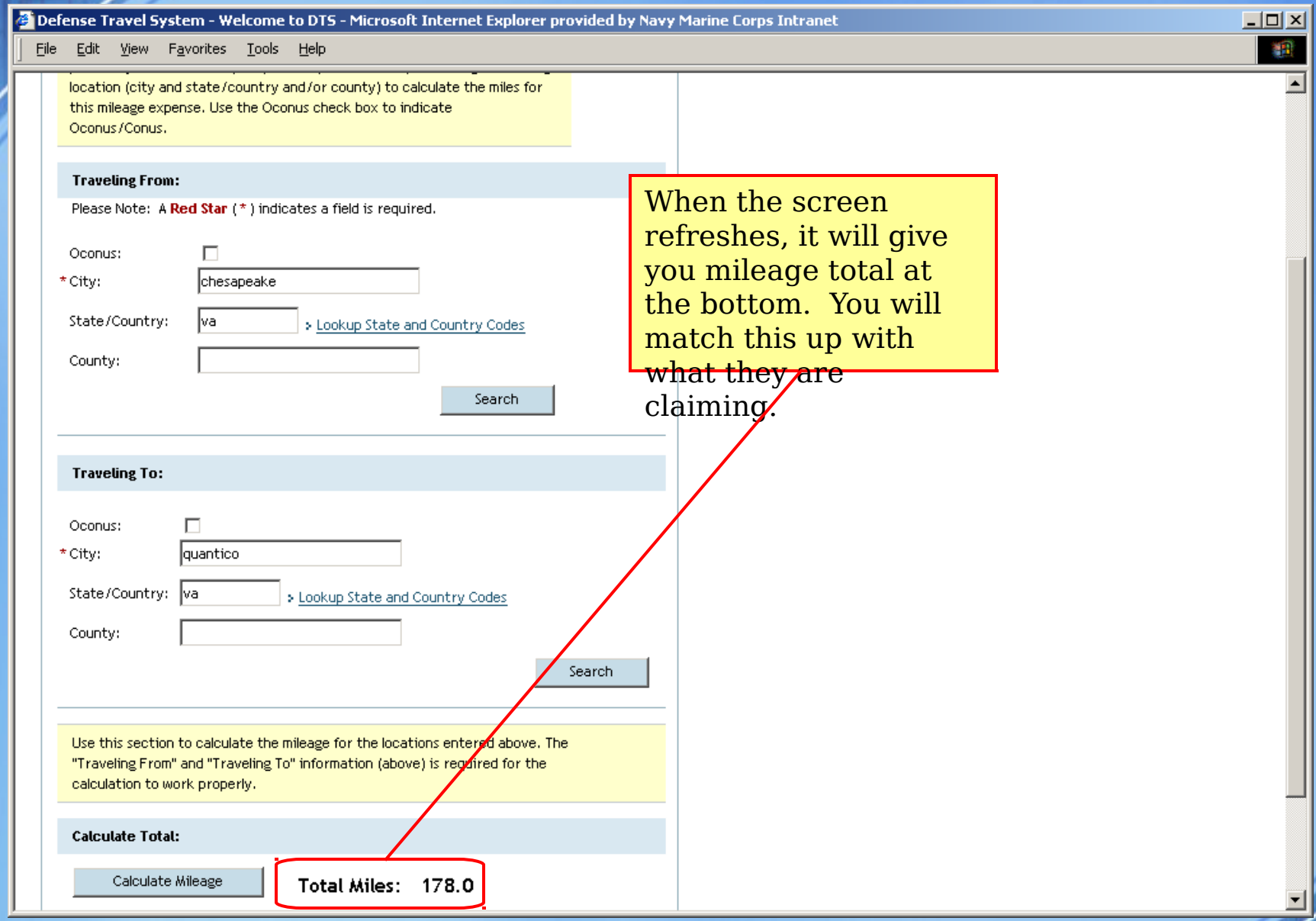
Mileage to and from the TAD site will be entered in as "Pvt Auto-TDY/TAD".Mileage for In and Around Mileage reimbursement will be entered in as "Pvt

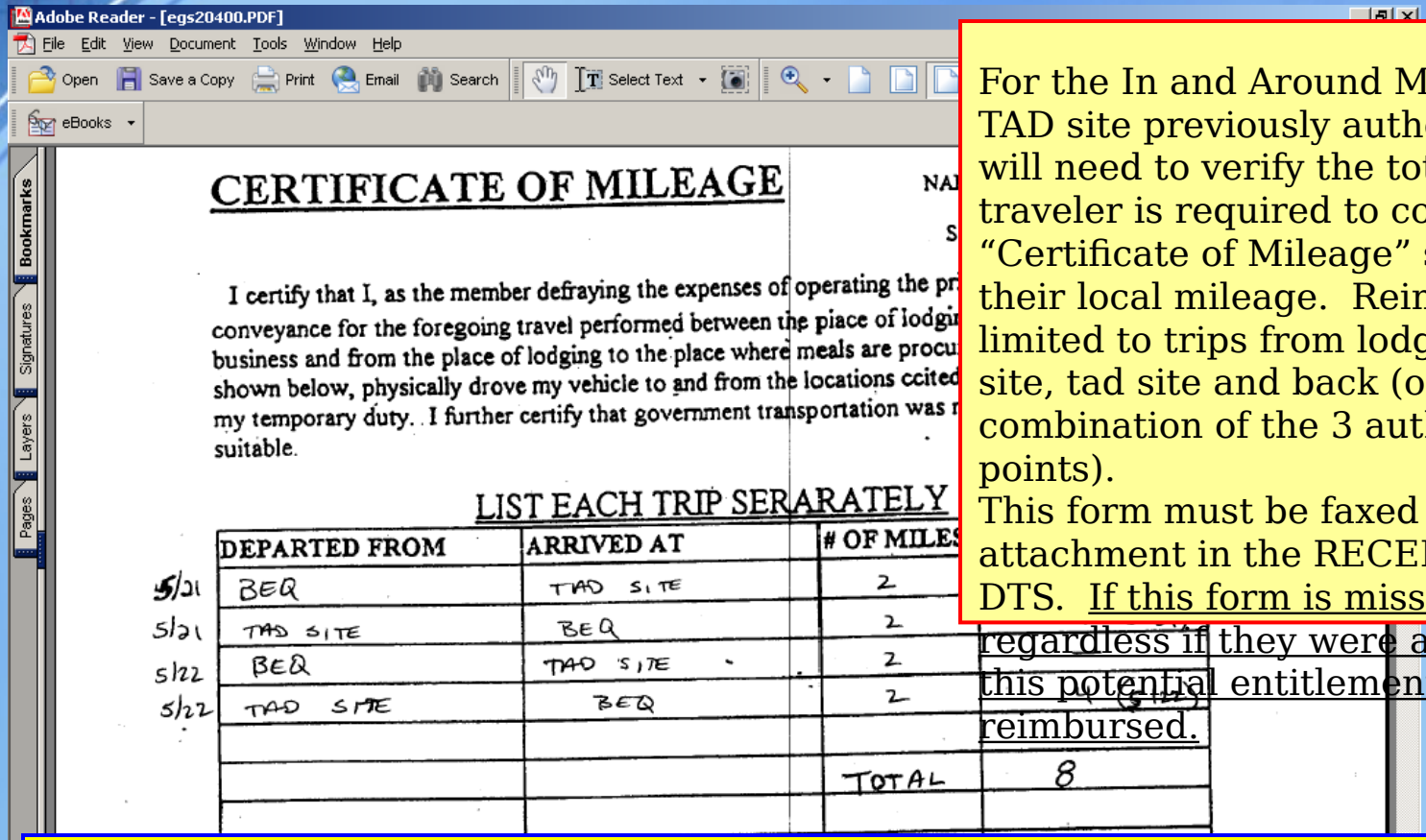

Defense Travel System - DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Back Search Favorites History Links
Address https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp
Logged In As: ROBERT D WALLS
Help for this screen
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setup
Reports
Administrative
Self Registration Admin
DTA Maintenance Tool
Budget
Route & Review
Calculate Distance
Click Here
Welcome ROBERT D WALLS
Organization: DM680511120001
Org Access: DM6805
Group Access: 6805
Permission: 0,1,2,3,4,5,6
Departure Date
RWSANDIEGOCA051905_A01-01
CTO AMENDMENT
05/19/05
Message Center
*********UPDATE UPDATE UPDATE**********BEGINNING APRIL 19, THE MADISON PROCEDURE FOR EFT RETURNS DO NOT REQUIRE ADDING AN EXPENSE. This applies to all travelers that have a DTS payment returned from their financial institution - the document is stamped EFT RETURN / ADVANCE EFT RETURN / SPP EFT RETURN. After the account problem is resolved between DTS and the financial institution, a simple amendment (with corrected DTS account information if required) will resend the payment. *********IN MADISON DO NOT ADD AN EXPENSE,
https://dtsproweb.defensetravel.osd.mil/wl/site/access.jsp?menu=Calculate+Distance&menu_id=21
Internet

To verify mileage claimed to/from TAD site, go to your homepage. Place your cursor on ADMINISTRAVE and click on "Calculate Distance".


Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
personally owned vehicle (POV). Enter (or search for) a starting and ending location (city and state/country and/or county) to calculate the miles for this mileage expense. Use the Oconus check box to indicate Oconus/Conus.
Traveling From:
Please Note: A Red Star (*) indicates a field is required.
Oconus:
* City: chesapeake
State/Country: va
Lookup State and Country Codes
County:
Search
Traveling To:
Oconus:
* City: quantico
State/Country: va
Lookup State and Country Codes
County:
Search
Use this section to calculate the mileage for the locations entered above. The "Traveling From" and "Traveling To" information (above) is required for the calculation to work properly.
Calculate Total:
Calculate Mileage
Total Miles: 0

Enter in the city and state the traveler left from (in this case their residence in Chesapeake, VA). Then enter in the city and state (or military installation name such as Camp Lejeune) of the TAD site. Then click on "Calculate Mileage".

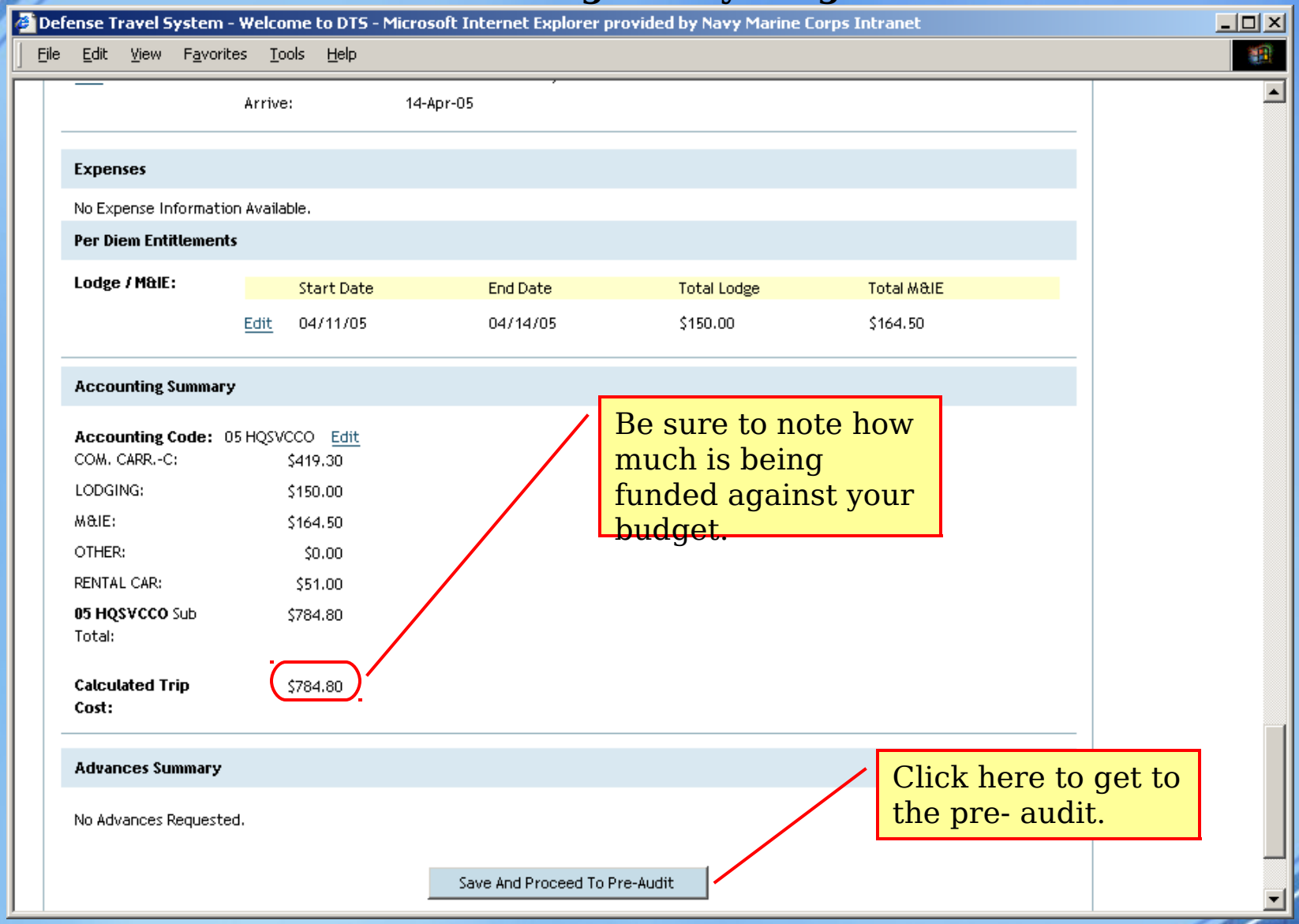

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
location (city and state/country and/or county) to calculate the miles for this mileage expense. Use the Oconus check box to indicate Oconus/Conus.
Traveling From:
Please Note: A Red Star (*) indicates a field is required.
Oconus:
*City: chesapeake
State/Country: va
Lookup State and Country Codes
County:
Search
Traveling To:
Oconus:
*City: quantico
State/Country: va
Lookup State and Country Codes
County:
Search
Use this section to calculate the mileage for the locations entered above. The "Traveling From" and "Traveling To" information (above) is required for the calculation to work properly.
Calculate Total:
Calculate Mileage
Total Miles: 178.0
When the screen refreshes, it will give you mileage total at the bottom. You will match this up with what they are claiming.

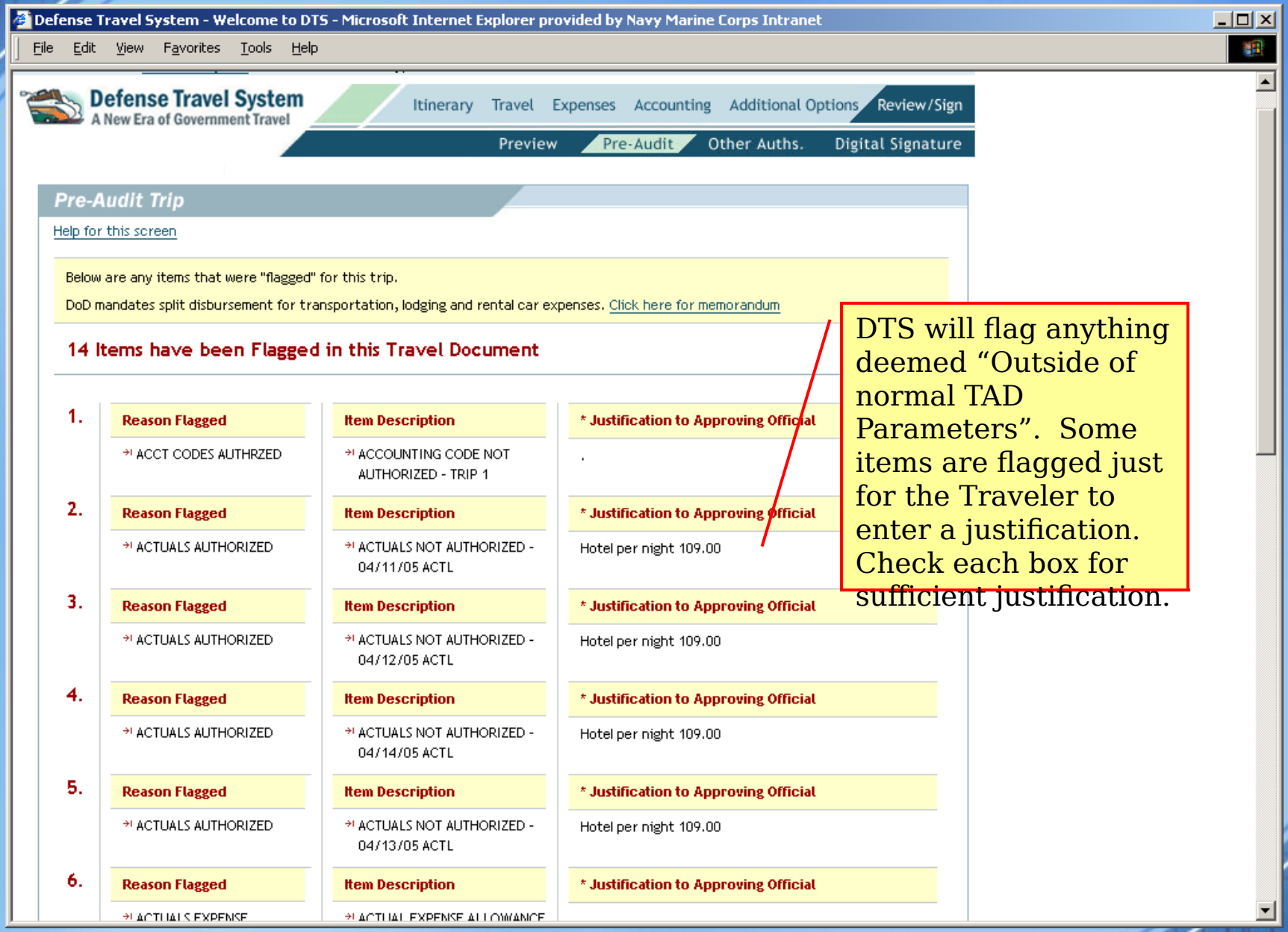

Adobe Reader - [egs20400.PDF]
File Edit View Document Tools Window Help
Open Save a Copy Print Email Search Select Text
eBooks
Bookmarks
Signatures
Layers
Pages
CERTIFICATE OF MILEAGE
I certify that I, as the member defraying the expenses of operating the pr
conveyance for the foregoing travel performed between the place of lodgi
business and from the place of lodging to the place where meals are procu
shown below, physically drove my vehicle to and from the locations cited
my temporary duty. I further certify that government transportation was
suitable.
LIST EACH TRIP SEPARATELY
DEPARTED FROM
ARRIVED AT
OF MILES
5/21 BEQ TAD SITE 2
5/21 TAD SITE BEQ 2
5/22 BEQ TAD SITE 2
5/22 TAD SITE BEQ 2
TOTAL 8

For the In and Around Mileage at the TAD site previously authorized, you will need to verify the total. The traveler is required to complete a "Certificate of Mileage" sheet listing their local mileage. Reimbursement is limited to trips from lodging to meal site, tad site and back (or a combination of the 3 authorized points).
This form must be faxed in as an attachment in the RECEIPTS area of DTS. <u>If this form is missing, regardless if they were authorized for this potential entitlement, it cannot be reimbursed.</u>

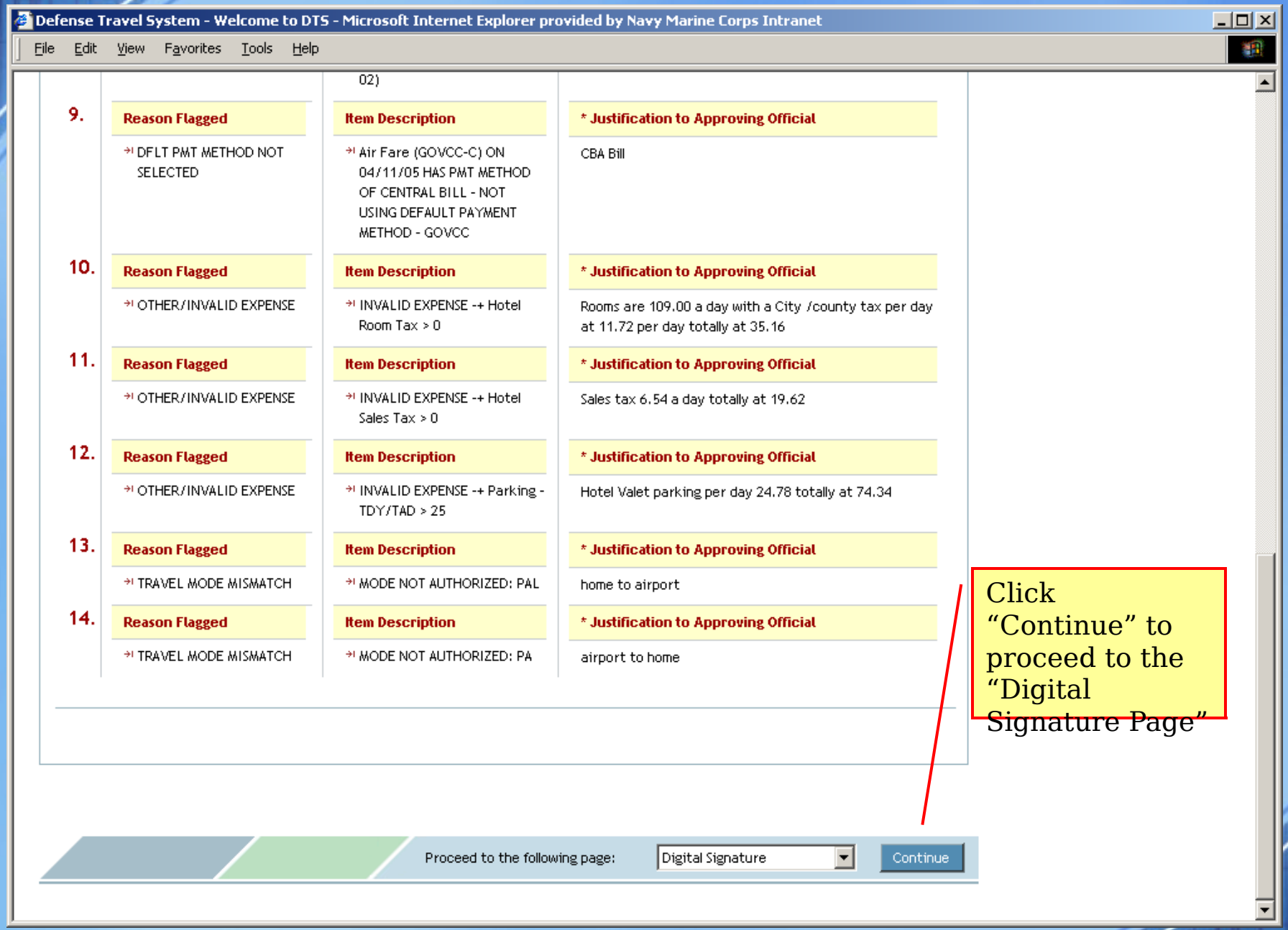
<u>NOTE</u>:
1. Points of Travel.
Reimbursement In and Around Mileage in the TAD area may be authorized/approved for travel between:
a)Lodging and duty site; b.) Duty sites; or c.) Lodging or duty site and dining facility.
2. Conditions for Entitlement.
When a member is on TDY and suitable meals or lodging cannot be obtained at the place of duty, the order-issuing official may authorize reimbursement for travel as indicated. The member must furnish an acceptable statement that Government transportation was not available or, if available, was not suitable for the travel involved. Members may be reimbursed for:
a)Round trips daily as required between lodging and place of duty; and
b.) Trips to dining establishments when suitable dining establishments are not near the lodging and/or

Once you verify that all entitlements are correct you can proceed to the "Preview" page by clicking on "REVIEW/SIGN" in the top right corner of your screen for one last look through everything.

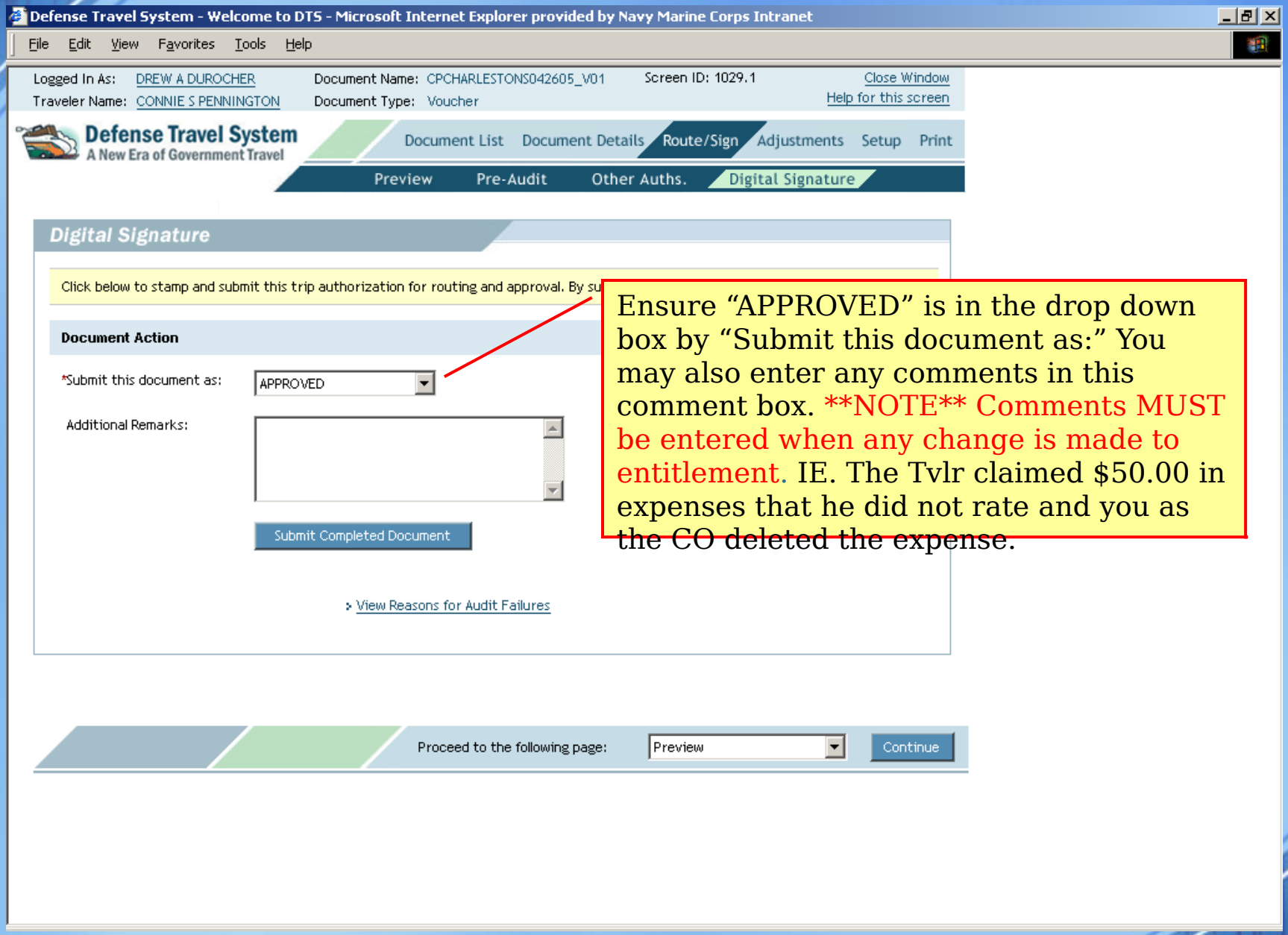

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Arrive: 14-Apr-05
Expenses
No Expense Information Available.
Per Diem Entitlements
Lodge / M&IE:
Start Date End Date Total Lodge Total M&IE
Edit 04/11/05 04/14/05 $150.00 $164.50
Accounting Summary
Accounting Code: 05 HQSVCCO Edit
COM. CARR.-C: $419.30
LODGING: $150.00
M&IE: $164.50
OTHER: $0.00
RENTAL CAR: $51.00
05 HQSVCCO Sub Total: $784.80
Calculated Trip Cost: $784.80
Advances Summary
No Advances Requested.
Save And Proceed To Pre-Audit
Be sure to note how much is being funded against your budget.
Click here to get to the pre- audit.


Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
Defense Travel System
A New Era of Government Travel
Itinerary Travel Expenses Accounting Additional Options Review/Sign
Preview Pre-Audit Other Auths. Digital Signature
Pre-Audit Trip
Help for this screen
Below are any items that were "flagged" for this trip.
DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum
14 Items have been Flagged in this Travel Document
1. Reason Flagged: ACCT CODES AUTHRZED | Item Description: ACCOUNTING CODE NOT AUTHORIZED - TRIP 1 | * Justification to Approving Official: .
2. Reason Flagged: ACTUALS AUTHORIZED | Item Description: ACTUALS NOT AUTHORIZED - 04/11/05 ACTL | * Justification to Approving Official: Hotel per night 109.00
3. Reason Flagged: ACTUALS AUTHORIZED | Item Description: ACTUALS NOT AUTHORIZED - 04/12/05 ACTL | * Justification to Approving Official: Hotel per night 109.00
4. Reason Flagged: ACTUALS AUTHORIZED | Item Description: ACTUALS NOT AUTHORIZED - 04/14/05 ACTL | * Justification to Approving Official: Hotel per night 109.00
5. Reason Flagged: ACTUALS AUTHORIZED | Item Description: ACTUALS NOT AUTHORIZED - 04/13/05 ACTL | * Justification to Approving Official: Hotel per night 109.00
6. Reason Flagged | Item Description | * Justification to Approving Official
ACTUALS EXPENSE
ACTUAL EXPENSE ALLOWANCE

DTS will flag anything deemed “Outside of normal TAD Parameters”. Some items are flagged just for the Traveler to enter a justification. Check each box for sufficient justification.


Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
02)
9.
Reason Flagged
DFLT PMT METHOD NOT SELECTED
Item Description
Air Fare (GOVCC-C) ON 04/11/05 HAS PMT METHOD OF CENTRAL BILL - NOT USING DEFAULT PAYMENT METHOD - GOVCC
* Justification to Approving Official
CBA Bill
10.
Reason Flagged
OTHER/INVALID EXPENSE
Item Description
INVALID EXPENSE -+ Hotel Room Tax > 0
* Justification to Approving Official
Rooms are 109.00 a day with a City /county tax per day at 11.72 per day totally at 35.16
11.
Reason Flagged
OTHER/INVALID EXPENSE
Item Description
INVALID EXPENSE -+ Hotel Sales Tax > 0
* Justification to Approving Official
Sales tax 6.54 a day totally at 19.62
12.
Reason Flagged
OTHER/INVALID EXPENSE
Item Description
INVALID EXPENSE -+ Parking - TDY/TAD > 25
* Justification to Approving Official
Hotel Valet parking per day 24.78 totally at 74.34
13.
Reason Flagged
TRAVEL MODE MISMATCH
Item Description
MODE NOT AUTHORIZED: PAL
* Justification to Approving Official
home to airport
14.
Reason Flagged
TRAVEL MODE MISMATCH
Item Description
MODE NOT AUTHORIZED: PA
* Justification to Approving Official
airport to home
Proceed to the following page:
Digital Signature
Continue

Click "Continue" to proceed to the "Digital Signature Page"



Ensure "APPROVED" is in the drop down box by "Submit this document as:" You may also enter any comments in this comment box. **NOTE** Comments MUST be entered when any change is made to entitlement. IE. The Tvlr claimed $50.00 in expenses that he did not rate and you as the CO deleted the expense.

Questions

I Marine Expeditionary Force (I MEF)
IMEFDTShelpdesk@usmc.mil

I Marine Division (I MAR DIV)
IMARDIVDTShelpdesk@usmc.mil

I MEF Headquarters Group (I MHG)
IMHGDTShelpdesk@usmc.mil

I Marine Logistics Group (I MLG)
IMLGDTShelpdesk@usmc.mil

3rd Marine Air Wing (3rd MAW)
3MAW.DTS.REJECTS@usmc.mil